

1995-96 SESSION
COMMITTEE HEARING
RECORDS

Committee Name:

JOINT
COMMITTEE ON
EMPLOYMENT
RELATIONS (JC-
ER)

Sample:

Record of Comm. Proceedings ... RCP

- 05hrAC-EdR_RCP_pt01a
- 05hrAC-EdR_RCP_pt01b
- 05hrAC-EdR_RCP_pt02

➤ Appointments ... Appt

➤ **

➤ Clearinghouse Rules ... Crule

➤ **

➤ Committee Hearings ... CH

➤ **

➤ Committee Reports ... CR

➤ **

➤ Executive Sessions ... ES

➤ **

➤ Hearing Records ... HR

➤ **

➤ Miscellaneous ... Misc

➤ 95hrJC-ER_Misc_pt08

➤ Record of Comm. Proceedings ... RCP

➤ **

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Section F - Uniform Travel Schedule Amounts

INTRODUCTION

In accordance with s. 20.916(8), Stats., the Secretary of the Department of Employment Relations, with the approval of the Joint Committee on Employment Relations, establishes the uniform travel schedule amounts (UTSA's). These amounts include automobile, motorcycle, and personal airplane mileage reimbursement rates; portage tips; moving expenses; temporary lodging allowances; and meal and lodging rates. The approved travel schedule amounts are incorporated into the compensation plan under s. 230.12(1), Stats., and apply to all employees whose compensation is established under s. 20.923 or 230.12, Stats., (i.e., all nonrepresented classified and unclassified civil service employees, including legislators, judges, and board members).

The provisions of this Section become effective on the first day of the month following approval by the Joint Committee on Employment Relations and remain in effect until the first day of the month following modification by the Committee. The Department of Administration is responsible for the audit of travel expenses to insure compliance with the provisions of these travel schedule amounts. Under s. 16.53(12)(c), Stats., the Department of Administration may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts established under s. 20.916(8), Stats., except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense.

Provisions in labor agreements for represented employees which apply to travel and lodging expenses supersede the analogous provisions under these travel schedule amounts.

Employees in travel status are expected to exercise good judgment when incurring travel costs. An employee shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein.

Employees are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone, facsimile machines and postal service as a way to minimize the need to travel.

These uniform travel schedule amounts apply to travel within the United States. Expenses incurred for approved travel outside this area will be subject to the schedule amounts where appropriate (e.g., air transportation to be the lowest appropriate airfare), but handled on a case-by-case basis when travel-related costs vary from country to country. For such out-of-country travel, the U.S. State Department Per Diem rates shall be used. If State Department rates are not available, the U.S. Department of Defense rates shall be used. Reimbursement for out-of-country travel shall be based on actual, reasonable and necessary expenses incurred with the per diem rates used to determine the maximum allowable reimbursement for both meals and lodging. These rates do not include incidental expenses such as laundry and taxis.

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1.00 Definitions

- 1.01 Employee:** Any classified or unclassified officer or employee of the state, including any legislator, judge, board member, permanent, project, or limited term employee, etc., who is entitled to actual, reasonable and necessary expenses. See s. 16.53(12)(a)2. and s. 20.916(9)(a)1., Stats.
- 1.02 Headquarters City:** The area within the city or village limits where an employee's permanent work site is located and the area within a radius of 15 miles (based on odometer mileage) from the employee's permanent work site. The head of the department or delegated designee shall determine the employee's permanent work site in the best interest of the state. See s. 20.916(9)(a)2., Stats.
- 1.03 Lowest Appropriate Airfare:** Coach fare which provides for not more than a two hour window from the traveler's preferred departure or arrival time and may require one plane transfer without regard to carrier, aircraft, and connecting airport.
- 1.04 Traveler:** Any person who incurs travel expenses on official state business and is entitled to authorized reimbursement for those expenses.
- 1.05 Travel Status:** When an employee is required by his/her supervisor to leave the headquarters station to accomplish official state business and is eligible for reimbursement of actual, reasonable and necessary travel expenses in accordance with the provisions of the DER uniform travel schedule amounts, other applicable statutes, or pursuant to collective bargaining agreements.
- 1.06 Volunteer:** Any person not in employee status, who provides service to the state.

2.00 Authority for Travel

2.01 Authorization

Any official business travel by state employees must be approved in accordance with individual agency procedures as established by the agency head or designee.

2.02 Appropriateness

The head of the department or delegated designee shall determine that the proposed travel is appropriate and necessary to the mission, responsibility or duties of the employee's unit. See s. 16.53(12)(b), Stats.

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Before employees are permitted to attend out-of-state conferences, conventions, seminars, meetings or training courses, the department head or delegated designee should insure that, if attended by more than one employee, a clear state interest is being served. See s. 16.53(1)(c)7., Stats.

3.00 Mode of Transportation

Pursuant to s. 20.916(4)(c), Stats., the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between points convenient to be reached by railroad, bus or commercial airplane without unreasonable loss of time. The agency head or designee shall give due consideration to the circumstances in each case when determining the most practical means of public transportation. The cost of meals and lodging paid by the state and the cost of the use of a state-owned automobile not chargeable to an employee may not exceed the cost which would have been incurred had the most practical form of public transportation been used, at the most appropriate time, if a practical form of public transportation is available.

When a number of state employees are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practicable.

Expenses for transportation will be reimbursed as follows:

3.01 Air Travel

NOTE: Refer to the Department of Administration's State Procurement Operational Bulletin on Travel Agency Services for additional detailed information.

- (1) Reimbursement for commercial air travel shall be limited to the lowest appropriate airfare. The agency head or designee may reimburse at a rate other than the lowest appropriate airfare only when the traveler provides an explanation of the reasonableness of the expense.

Where a traveler is seeking reimbursement for airfare through a travel voucher, there should be sufficient documentation of the departure and return dates, itinerary, nature of official business and receipt for payment attached to the travel voucher. Credit card charge copies alone are not acceptable as documentation.

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Where airfare is being billed directly to a state agency by a travel agency, the invoice and other attachments to the payment voucher should reflect the following information:

- (a) Name(s) of the traveler(s) and destinations;
- (b) Departure and return dates;
- (c) Nature of official business;
- (d) If possible, cross-reference to the number of the travel voucher containing the other trip-related expenses.

NOTE: Benefits from any airline promotion program such as free tickets for frequent fliers or credit vouchers for bumping belong to the State of Wisconsin and must be turned over to the agency fiscal officer.

- (2) Flight insurance coverage for employees is not a reimbursable expense.
- (3) If under s. 20.916(5)(a), Stats., use of a private airplane is authorized by a department head, reimbursement will be made at the rate of 26.0 cents per mile.
- (4) To avoid unnecessary taxi expenses, employees should utilize regularly scheduled airport bus or limousine service between terminal facilities and hotels. Unless properly justified, claims for taxi or limo service should be limited to the rate for the regularly scheduled airport or limousine shuttle service.

3.02 Travel By Train

Under s. 20.916(9)(f)2., Stats., travel by train shall be limited to coach unless overnight, where accommodations should be limited to roomette. Receipts are required for reimbursement.

3.03 Travel By Bus

Employees traveling within the headquarters city and between Madison and downtown Milwaukee or Chicago shall travel by bus whenever feasible, as

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determined by the department head or designee. Receipts are required for reimbursement of travel between cities.

3.04 Taxis And Airline Limousines

Reasonable charges for taxis and airline limousines, including taxi tips at a maximum rate of 15% of the charge as provided in s. 20.916(9)(d)2., Stats., are reimbursable when other modes of travel are not available or practical. However, limousine shuttle service (usually less expensive or free) should be utilized in place of a taxi whenever possible. Employees are required to obtain receipts where the cost of a one-way fare will exceed \$15.

3.05 Automobile And Motorcycle Transportation

(1) Use of State Pool Cars

- (a)** Management shall encourage employees to use state pool cars whenever feasible and whenever an automobile is required for conducting official state business unless a state-owned vehicle is already personally assigned.
- (b)** When using state pool cars, passengers should be limited to State employees or travelers engaged in official State business.
- (c)** Credit cards are provided with each car and must be used if possible when any expenses are incurred. The only expenses in connection with state-owned automobiles which can be claimed on a travel voucher as reimbursable are:
 - 1. Storage, parking and toll charges.
 - 2. Expenses incurred where the credit cards are not accepted. Receipts showing the fleet number of the car are required.
 - 3. Emergency expenditures related to operation of the automobile. Receipts showing the fleet number of the car are required.
- (c)** Personal use of a pool car is not permitted.

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- (d) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are the employee's responsibility.
- (2) Use Of Personally-Assigned State-Owned Vehicles
 - (a) Based upon an employee's job responsibilities, an employee may be assigned a state-owned vehicle.
 - (b) An employee who has a personally-assigned state-owned vehicle may use the vehicle for personal use in accordance with fleet guidelines, and must reimburse the state for such use at a rate of 26.0 cents per mile, plus sales tax, pursuant to s. 20.916(7), Stats.
 - (c) Traffic citations, parking tickets, locksmith calls for retrieving keys, etc., are the employee's responsibility.
- (3) Use Of Privately-Owned Automobiles Or Motorcycles
 - (a) Employees whose accumulated personal car business mileage per round trip to and from their headquarters city is:
 - 1. Less than 50 miles, shall be reimbursed at the rate of 26.0 cents per mile. Employees may be required to secure a nonavailability slip, at the discretion of the employing agency.
 - 2. More than 50 miles, and less than 300 miles, shall be reimbursed at the rate of 26.0 cents per mile if their agency maintains a central pool and issues them a nonavailability slip.
 - 3. More than 50 miles, and less than 300 miles, shall be reimbursed at the rate of 26.0 cents per mile if their agency maintains no central pool and the DOA central fleet (for employees in the Madison area) issues a nonavailability slip.
 - 4. More than 300 miles, shall be reimbursed at the rate of 26.0 cents per mile if both the employee's agency, when appropriate, and the DOA central fleet (for employees in the Madison area) issues a certification of nonavailability.

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5. These requirements may be waived on an individual basis, if that agency can demonstrate to the Department of Administration that a different set of mileage standards for issuing nonavailability slips would result in a more cost effective use of state vehicles.
- (b) The nonavailability slip should include the date of the request as well as the dates for which a pool car is requested and must be signed by the agency dispatcher or DOA Central Fleet representative. Nonavailability slips are not required when employees do not have access to fleet vehicles within their headquarter city.
- (c) Except as provided in (a) 1., above, if an employee uses his or her own car, the business mileage allowance shall be at a rate pursuant to s. 20.916(4)(e), Stats.

NOTE: Employees should contact their agency fiscal officer to obtain the reimbursement rate when they do not have a nonavailability slip and choose to use their personal vehicle.

- (d) Charges for repairs, tow services, lubrication, etc., are not reimbursable items. Traffic citations, parking tickets and other traffic violation expenses are the employee's responsibility.
- (e) Upon recommendation of the agency head and Department of Administration approval:
 1. An additional 1 cent per mile may be paid to an employee for the use of a personal automobile on official state business when used as an emergency vehicle, or under conditions which may cause excessive wear or depreciation, such as the pulling of trailers, or which require the installation of special equipment. See s. 20.916(4)(b), Stats.
 2. An additional 1 cent per mile may be paid to an employee whose automobile is used for transporting 2 or more passengers (not including the driver).

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3. An additional 4 cents per mile may be paid to an employee when an automobile is operated off the roadway (construction areas, etc.).
4. Handicapped persons who use a privately-owned, specially equipped van on state business shall be reimbursed at a rate of 50 cents per mile. When a state-owned van which is specially equipped for disabled employees is available, the reimbursement rate shall be 45 cents per mile unless a nonavailability slip has been obtained.

NOTE: Requests for exemption from the "certificate of nonavailability" requirement, for medical or other reasons should be forwarded to the DOA fleet management coordinator. Requests for exemptions must be resubmitted on an annual basis. Employees who are disabled may also receive a general waiver if state-owned vehicles do not adequately meet their specific needs and a driver is not available on a regular basis. Copies of all such exemption approvals for nondelegated agencies should be forwarded to the State Bureau of Financial Operations, as well as being kept on file in the agency pre-audit area, to avoid delays in processing the travel claim.

- (f) Employees shall be reimbursed for the use of privately-owned motorcycles on state business, as provided in s. 20.916(4m), Stats. The rates for reimbursement shall be 14.4 cents per mile, subject to the following conditions:
 1. Only one individual may be transported on a single motorcycle.
 2. The agency head may require travel by automobile if the travel costs are anticipated to be less than the cost of travel by motorcycle, such as when two or more state employees are traveling to the same destination.
 3. Reimbursement for use of privately owned mopeds or bicycles on state business is not authorized by statute.

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- (g) For travel between points convenient to be reached by railroad, bus or commercial airplane without reasonable loss of time, the allowance for the use of a personal automobile or motorcycle shall not exceed the lowest cost of the most practical means of public transportation between such points. See s. 20.916 (4)(c), Stats.

The employee's supervisor/department head should give due consideration to the circumstances in each case when determining the amount of reimbursement for the most practical means of public transportation where a personal auto or motorcycle is utilized. Reimbursement for meals and lodging, as well as transportation, should not exceed what would ordinarily have been incurred had the most practical means of public transportation been used. In cities with extensive bus systems, travelers should utilize the bus whenever practical.

- (h) Parking charges incurred while on official business, as authorized, are reimbursable if incurred as a result of the job. Parking charges incurred in the headquarters city are reimbursable if incurred as a result of the job and on approval of the head of the agency, pursuant to s. 20.916(9)(e), Stats.
- (i) When management determines that an employee's vehicle is required for travel to a work site removed from the assigned headquarters, the employee shall be reimbursed for mileage from home to the work site, or from the assigned headquarters to the work site, whichever is closer.

When management determines that an employee's vehicle is not required for travel to a work site removed from the assigned headquarters, the employer will reimburse mileage from the employee's home to an approved pickup point which is in excess of the mileage from the employee's home to the assigned headquarters.

NOTE: See DER Bulletin CC-198 dated 6/19/89 for additional information on mileage reimbursement from home to work site or pickup point.

Mileage payments from home to the assigned headquarters are not allowed.

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- (j) "Vicinity" mileage on official business trips should be stated in the itinerary column on the travel voucher but does not have to be separated from the total miles claimed for the trip.

(4) Car Rentals

Rental vehicles should be used in situations where it is the most cost efficient means of transportation or the efficient conduct of state business precludes the use of other means of transportation.

When renting a vehicle:

- (a) Use one of the State contract vendors unless the vendor is unable to provide a vehicle as needed. All contract vendors include Collision Damage Waiver (CDW) and liability insurance in their rates. Vehicles may be rented from noncontract vendors, provided the rental cost (including CDW) is less expensive and services are equal to the contract vendors.
- (b) Purchase the collision damage waiver for domestic rentals when renting from noncontract vendors. For international rentals, CDW should always be purchased, whether renting from contract or noncontract vendors.
- (c) Be prepared to provide identification of state employment.
- (d) If one or two travelers are using the vehicle, an economy-sized vehicle shall be rented. A larger size vehicle may be rented and fully reimbursed if there are three or more travelers involved in state business or extra space is needed for equipment. Claims for larger vehicles must be justified in writing.
- (e) Claims for reimbursement must be supported by the original paid receipt.
- (f) Personal effects insurance (PEC) or any additional charges for personal use are not reimbursable.

<p>NOTE:: Refer to the Department of Administration's State Procurement Operational Bulletin on Rental Cars for additional detailed information.</p>

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3.06 Special Mode Transportation

In conjunction with specialized field trips, geological surveys, and special instructional/research expeditions, where a combination of traditional and nontraditional modes of transportation may be necessary, an explanation of the circumstance and a listing of actual out-of-pocket expenses should accompany the request for reimbursement.

4.00 Meal Expenses

4.01 Meal Claims

The claim for meals must represent actual, reasonable and necessary expenses for meals.

4.02 Maximum Meal Amounts

Maximum permitted amounts for individual meals in state, including tax and tip, are listed and shall be:

As of July 1, 1995

Breakfast	\$ 6.40
Lunch	\$ 7.20
Dinner	\$15.00

For out-of-state travel, the in-state meal maximums shall apply unless the allowable lodging reimbursement rate exceeds the in-state lodging maximum by 20%. In those instances, the following meal maximums shall apply.

NOTE: To determine if the city the employee is traveling to qualifies as a high-cost city, refer to the most recent issue of the DER Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Cities" which reflects the most up-to-date information. If the city is not listed, contact the Department of Administration for nearest comparable city information.

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As of July 1, 1995

Breakfast	\$ 8.10
Lunch	\$ 8.30
Dinner	\$17.90

The maximum allowable tip is 15% of the meal claim per s. 20.916(9)(d)2., Stats.

On any particular day that an employee is entitled to reimbursement for two or more consecutive meals, the employee may divide claims between meals as desired, as long as the combined maximum reimbursement rate for the eligible meals is not exceeded. Each day is considered separately for application of this policy.

Employees shall be reimbursed a flat rate of \$4.00 for each bag meal.

4.03 Meal Receipts

Receipts for meals are not required except for the following:

- (1) Any unusual amount in excess of the schedule in Section F, 4.02, of the 1995-97 Compensation Plan, which must be accompanied by a receipt and full explanation of the reasonableness of such expense. An unusual amount is a cost which is incurred outside the control of the individual (i.e., the mandatory meal cost at a meeting or conference approved by the state).

When claiming reimbursement for meal expenses while attending a conference, employees shall be required to attach a copy of the conference brochure to the travel voucher.

- (2) Where a consistent pattern of maximum meal reimbursement claims is noted on an employee's travel vouchers, the agency head or designee may require an employee to submit receipts to document the amounts claimed on future travel vouchers.

4.04 Timeframes for Meal Reimbursement

Except as provided in Section F, 4.05, of the 1995-97 Compensation Plan, reimbursement for meals for employees who are on a day-shift basis (7:45 a.m. - 4:30 p.m.) will be allowed on trips only on the following conditions:

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- (1) Breakfast, provided the employee leaves home before 6:00 a.m.
- (2) Lunch, provided the employee leaves his or her headquarters city before 10:30 a.m. and returns after 2:30 p.m.
- (3) Dinner, provided the employee leaves directly from work and returns home after 7:00 p.m.

4.05 Modification of Timeframes for Employees Working Nonstandard Hours

The time or time periods specified in Section F, 4.04, of the 1995-97 Compensation Plan, shall be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis (7:45 a.m. - 4:30 p.m.). Meal reimbursement maximum limits shall normally be based on the type of meal appropriate to the time of day.

4.06 Alcoholic Beverages

No reimbursement may be made for the cost of alcoholic beverages.

5.00 Hotel And Motel Expenses

5.01 Lodging Claims

The choice of lodging shall be based on cost with consideration given to accessibility in conducting business:

- (1) Employees of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations.

Employees should be held personally responsible for unnecessary room costs which result from his/her failure to notify the hotel/motel of a cancellation unless reasonable justification is provided for failing to notify the hotel/motel.

- (2) When a department head or his/her designee determines that it is in the best interest of the state to order the employee to stay at a specified lodging accommodation, the employee shall be entitled to the full lodging reimbursement required for such a stay. If this lodging rate exceeds the maximum permitted amount specified in Section F, 5.02, of the 1995-97 Compensation Plan, the employee must attach documentation to the voucher

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which clearly indicates the employer's requirement that the individual stay at the specified lodging accommodation. This documentation shall include the employer's written authorization and justification for requiring the employee to stay at the specified lodging accommodation.

- (3) When a department head or his/her designee orders an employee to attend a business function and does not specify the lodging accommodation, the employee's lodging reimbursement shall be limited to the amount specified in Section F, 5.02, of the 1995-97 Compensation Plan, except as provided in Section F, 5.03.
- (4) A department head or designee may permit the employee(s) to stay at a documented conference site where lodging costs exceed the maximum permitted amount specified in Section F, 5.02 on the basis that it enables the employee(s) to gain professional benefits due to interaction with other attendees. No additional statement of justification is required.

5.02 Maximum Lodging Rates

The maximum permitted amounts per day, excluding tax, for lodging for all in-state travel shall be:

As of July 1, 1995

\$49

As of July 1, 1996

\$52

The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined from information published in the Runzheimer Meal-Lodging Cost Index.

NOTE: Refer to the most recent issue of DER Bulletin entitled "Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities" which reflects the most up-to-date information for cities which warrant a lodging rate in excess of the existing in-state maximum lodging rate.

If an employee is required to stay in a city not listed in the Runzheimer Meal-Lodging Cost Index, the rate for the nearest comparable city as listed in the Runzheimer Meal-Lodging Cost Index or the maximum in-state lodging rate (under 5.02) shall apply, whichever is greater. The Department of Administration shall determine the nearest comparable city.

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The reimbursement to the employee (or the amount paid directly by the agency to the hotel for the lodging) is limited to the single rate for a single room. If employees share a room, the reimbursement may be divided equally but not in excess of the maximum amount permitted for each employee had each stayed in a single room. (The cost of a room shared by two or more employees may not exceed the combined maximum rate for an equal number of single rooms.)

5.03 Exceeding the Maximum Lodging Rate

Any amount in excess of the schedule in Section F, 5.02, of the 1995-97 Compensation Plan must be accompanied by a receipt and explanation of the reasonableness of such expense. Except as provided in Section F, 5.01(2), maximums may be exceeded only when it is determined that unavoidable additional expenses would be incurred by trying to adhere to the specified maximums (e.g., high transportation costs incurred when staying at an economical hotel/motel at the edge of the city instead of staying downtown).

5.04 Checkout Times and Extended Stays

Employees shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. An employee who is required to remain in one location for an extended period of time is expected to find lodging at reasonable weekly and/or monthly rates.

5.05 Lodging Receipt Requirement

All lodging expenses must be supported by the original machine-printed receipts, which are furnished by most hotels and motels, or an original handwritten receipt. A photocopy of the receipt, the hotel or motel statement or credit card receipt is not considered an acceptable substitute unless exceptional circumstances can be documented and a written explanation is attached to the voucher.

5.06 Nonlicensed Facilities

Expenses for lodging at facilities which are not licensed as a hotel, motel, campground, or tourist rooming house (e.g., private residences) are not reimbursable. Exceptions may be granted by the appointing authority where there is a clear cost benefit to the state.

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5.07 Government Discounts

When registering in a lodging establishment or signing for any official purpose, state employes shall use their business address and identification and ask for government discounts/contract rate.

6.00 Meeting Facilities

6.01 State-Sponsored Meetings, Training and Conferences

Meetings, conferences and training sessions sponsored by state agencies primarily for the participation of government employes shall be conducted in public facilities and at locations which will:

- (1) minimize fuel consumption for transportation;
- (2) provide the necessary services for the session at the most economical cost to the state;
- (3) facilitate public attendance and/or press coverage as necessary; and
- (4) accommodate handicapped persons to the fullest extent possible.

6.02 Exceptions

Exceptions to the rule of using public facilities for these types of events must be authorized by the head of the department or delegated designee.

7.00 Other Allowable Travel Expenses

7.01 Laundry, Cleaning And Pressing Charges

Under s. 20.916(9)(d)1., Stats., if the employe is away for more than three days, reasonable amounts will be allowed for laundry, cleaning and pressing service. Only one charge per calendar week is reimbursable for each type of actual and necessary service.

Reimbursement claims for laundry, cleaning and/or pressing must be supported by original paid receipts.

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Charges for laundry, etc., can be reimbursed only when the employee incurs the expenses while in travel status. Employees should normally be expected to pack sufficient clothing for a week without having to incur such charges. Routine cleaning of clothes is not considered a travel-related expense and therefore not reimbursable.

7.02 Telephone

- (1) Employees are encouraged to place telephone calls in advance from the headquarters location. If telephoning from the field is necessary for business purposes, an employee must attempt to use the STATE TELEPHONE SYSTEM (STS), which is now available at most agency and university locations around the state. One personal call home is reimbursable up to \$3.00 each for the following conditions:
 - (a) Each night an employee must spend overnight away from home in travel status, or,
 - (b) As a result of each unscheduled geographical location change, or,
 - (c) As a result of an unscheduled change in travel status which results in more than a one (1) hour extension to the employee's originally scheduled return time.
- (2) Where STS is not available, business telephone charges (both local and long distance) may be reimbursed. Business related facsimile charges are reimbursable. Reimbursement claims for business telephone calls or business facsimile charges in excess of \$5.00 per call shall be supported by receipt.

7.03 Porterage

Necessary gratuities to hotel employees are reimbursable, not to exceed \$4.00 for each stay at a hotel.

Porterage costs at airports or bus terminals will be reimbursed only in highly unusual situations such as transporting state equipment, physically handicapped persons, etc. The claim should be fully explained on the travel voucher and should not exceed \$3.00 per departure from or return to the terminal.

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7.04 Registration Fees

- (1) No reimbursement will be made for any meals included in registration fees for conferences, conventions, seminars, etc.
- (2) A breakdown of specific meals which were included with the registration fee shall be included on the travel voucher. Spouse or other family member expenses included in registration fees are not reimbursable.
- (3) Claims for reimbursement of registration fees over \$25 must be supported by an original paid receipt, a copy of the check, copy of the credit card statement, or the traveler's customer copy of the credit card receipt. A copy of the registration form or brochure indicating the amount of the fee and what it includes should also be attached to the travel voucher.

8.00 Expenses In An Employee's Headquarters City

Under s. 20.916(9)(e), Stats., employees who are headquartered in a city in which the expense occurs shall be reimbursed for their actual, reasonable and necessary expenses incurred in the discharge of official duties only on the approval of the head of the employee's agency. This does not apply to travel between an employee's residence and the city in which the employee is headquartered, which shall not be reimbursable. Parking charges incurred in headquarters city resulting from daily trips from an individual's residence to the headquarters are not reimbursable unless the conditions enumerated in AG Opinion 61 OAG 210 (one of which is that the employee's use of a personal vehicle is a condition of employment) are met.

9.00 Traveling With Spouse

No travel expenses for the spouse shall be reimbursable. With respect to the cost of lodging, the amount reimbursable to the employee will be equal to the rate for a single room, which shall be entered on the receipt by the hotel clerk. The only authorized exception to this prohibition applies to the Governor's spouse, and such situations are specifically outlined in the separate procedures governing the use of the Governor's contingency fund (established pursuant to s. 20.525(1)(b), Stats.).

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10.00 Reimbursement For Moving Expenses

10.01 Authority

Section 20.917, Stats., provides for reimbursement of expenses for preparation and transportation of household effects and for the transportation of the employee and the employee's immediate family to the new place of residence. Household effects include, but are not limited to: furniture, clothing, household appliances, and other items necessary for the maintenance of a household. Items not included as necessary household effects include, but are not limited to: boats, pets, farm tractors and equipment, etc.

NOTE: Refer to Chapter 760 of the Wisconsin Personnel Manual entitled "Reimbursement for Moving Expenses" for detailed information regarding provisions and procedures for moving expense reimbursement.

10.02 Minimum Distance

Reimbursement for an employee's moving expenses can be allowed if:

- (1) The distance between the new place of employment and the old residence is at least 35 miles farther than the distance between the old place of employment and the old residence, and,
- (2) The distance between the new and old residence is at least 35 miles.

If the appointing authority determines that a move is a mandatory condition of employment under s. 20.917(1)(a), Stats., the minimum distance requirements are not applicable.

10.03 Maximum Amount

The maximum dollar amount which may be permitted for reimbursement of any employee's moving costs is subject to the limitations set forth in s. 20.917(2)(b), Stats. The Department of Administration shall determine the maximum reimbursement which is the maximum amount as set forth in the rate tables of the major household goods tariff publishing bureaus to move household effects with a weight of 15,000 pounds a distance of 2,150 miles (approximately the greatest distance from any point in the contiguous 48 states to Madison). In addition, a stipend of up to \$600 may be

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paid for costs incidental to moving (per s. 20.917(1)(e), Stats.), as well as the cost of automobile travel at 26.0 cents per mile. Incidental costs include, but are not limited to: disconnection and/or hook up of appliances, extra insurance coverage, etc.

10.04 International Moves

Employees making international moves to the contiguous 48 states may be reimbursed for all actual, necessary and reasonable expenses subject to the prior approval of the appointing authority and the Secretary of the Department of Employment Relations. Actual, reasonable and necessary expenses will be subject to the limitations contained in the GSA Bulletin which governs moving reimbursement for federal employees.

NOTE: See Section A., 2.02(2) for provisions which allow for granting a Relocation Incentive Award to classified nonrepresented employees under certain circumstances.

11.00 Applicant Interview Expense

Section 20.916(2), Stats., provides that reimbursement may be made to applicants for all or part of reasonable and necessary travel expenses actually incurred in connection with oral examination and employment interviews. All reimbursement actions under this provision shall be documented in writing and subject to review by the Secretary, Department of Employment Relations. Reimbursement for travel, meals and lodging shall conform to the provisions of Section F, 3.00, 4.00 and 5.00, of the 1995-97 Compensation Plan.

NOTE: Refer to Chapter 764 of the Wisconsin Personnel Manual entitled "Reimbursement of Applicant's Travel Expenses" for procedures and provisions relating to applicant interview expenses.

12.00 Temporary Lodging Allowance

As provided under s. 20.917(3)(a)1, Stats., the Temporary Lodging Allowance shall be consistent with the lodging allowance for hotels and motels established under Section F, 5.02 of the 1995-97 Compensation Plan. Any amount in excess of the schedule in Section F, 5.02 must be accompanied by an explanation of the reasonableness of such expense. However, in no case shall the daily rate exceed the daily allowance for legislative expenses established under s. 13.123(1)(a)1, Stats., and Section F, 13.00.

Prior written approval shall be obtained from the Secretary, Department of Employment Relations unless authority for such approval has been delegated under s. 20.917(6), Stats. A copy of such written approval or authorization shall be attached to the travel voucher to support the payment. The allowance, if authorized, is applicable only to persons who are

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eligible for moving expense reimbursement whether or not such reimbursement is granted. Such allowance payment is limited to 45 days.

NOTE: Refer to Chapter 774 of the Wisconsin Personnel Manual entitled "Reimbursement for Temporary Lodging" for procedures and provisions relating to temporary lodging.

13.00 Food And Lodging Allowances For Legislators

Any member of the legislature who has signified, by affidavit filed with the Department of Administration, the necessity of establishing a temporary residence at the state capital for the period of any regular or special legislative session shall be entitled to an allowance, as determined by the Speaker of the Assembly for members of the Assembly and by the President of the Senate for members of the Senate, of an amount not-to-exceed \$75.00 for expenses incurred for food and lodging for each day that he or she is in Madison on legislative business, but not including any Saturday or Sunday unless the legislator is in actual attendance on such day at a session of the legislature or a meeting of a standing committee of which the legislator is a member. The Speaker of the Assembly and the President of the Senate must give at least 30 days' advance notice before making a change in the authorized allowance. Each legislator shall file an affidavit with the chief clerk of his or her house certifying the specific dollar amount within the authorized allowance the member wishes to receive. Such affidavit, when filed, shall remain in effect for the biennial session, except that a new affidavit may be filed for any month following an adjustment in the amount of the authorized allowance under s. 20.916(8), Stats., and this section. See s. 13.123(1)(a)1., Stats.

14.00 Miscellaneous

14.01 Weekend Expenses

Weekend expenses are not reimbursable without:

- (1) agency head or delegated designee approval; and/or
- (2) conference agenda or brochure.

See Section F, 13.00 of the 1995-97 Compensation Plan for exceptions for legislators.

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14.02 Expenses for Volunteers

Persons who volunteer their services to state agencies may be reimbursed some or all of the actual and necessary travel expenses in accordance with s. 20.916(8), Stats.

14.03 Expenses for Reasonable Accommodations

It is recognized that individuals traveling on official state business may require a reasonable accommodation, as required by the Federal Americans with Disabilities Act of 1990 and/or Section 504 of the Rehabilitation Act of 1973, as amended. Depending upon individual circumstances, the reasonable accommodation could take various forms such as payment of portage costs (see Section F., 7.03) or allowing a personal attendant to accompany the individual while in travel status.

NOTE: If it is necessary for the individual conducting official state business to have an attendant in order to participate in an off-work site meeting or travel for other work-related purposes, the attendant's travel costs, including salary, would be reimbursable if they meet the actual, reasonable, and necessary conditions set forth under the applicable federal law. The non-salary costs, e.g., meals, lodging, transportation, etc., must conform to the guidelines and amounts for travelers set forth in Section F of the Compensation Plan. In addition, the salary costs must be actually incurred and reasonable, based on the normal market rates for these services.

Determination of a reasonable accommodation and the costs associated with the accommodation depend heavily on individual circumstances. Specific questions concerning the application of this section should be directed to the agency's affirmative action officer or legal counsel.

14.04 Payment for Unauthorized Travel Prohibited

Payment of travel expenses not authorized by Statute is prohibited. Any unauthorized payment made shall be recoverable as for debt from the person to whom the payment was made. (See s. 20.916(6), Stats.)

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14.05 Primary References to DOA's Statutory Responsibility Relative To Audit Of Travel Claims

See ss. 16.53, 20.916 and 20.917, Stats. Note that s. 16.53 (12), Stats., specifically states that DOA may not approve for payment any travel vouchers which exceed the maximum travel schedule amounts recommended by DER and approved by the Joint Committee on Employment Relations, except in unusual circumstances when accompanied by a receipt and full explanation of the reasonableness of such expense. This same reference also prohibits payment approval of any travel claim for mileage in excess of the auto rates established by DER (with approval by the Joint Committee on Employment Relations).

14.06 Penalty For Filing Fraudulent Travel Claim

See ss. 16.53(1)(c), 939.50(3) and 946.12(4), Stats.